



# Non Secondary Course Coding

Iowa Department of Education

# Which Courses Must be Coded?

- Scheduled courses in Math, Reading, Language Arts, Science (grades 5 and 8).
- Courses eligible for supplemental weighting
  - ▣ course taught in district by non-district teacher
  - ▣ course taught over ICN
  - ▣ course with public shared time students
- Reading courses in districts participating in Rtl

# SCED Codes for Non-Secondary Courses

- 11 Characters long
  - ▣ Course Description - 5 digit code consisting of the Subject Area and Course Title
  - ▣ Course Level
    - 'X' for general classes
    - 'S' for specially funded classes (Title 1, ELL, etc.)
  - ▣ Filler – always use '000'
  - ▣ Grade Span – two digits indicating the course's intended grade span

For a list of Non-Secondary SCED Codes go to:  
[www.educateiowa.gov](http://www.educateiowa.gov) > Data & Reporting >  
Data Reporting > Student Reporting in Iowa

### **Course Coding and Supplementary Weighting**

[Addendum P Course Coding Matrix](#)

[Career Academy Minutes and SCED Codes 1/2013](#)



[Course Coding Non-Secondary Level Courses \(Required\) 2011-2012 \(20 kB\)](#)



[Complete List of Non-Secondary Course Codes, 2011-2012 \(53.91 kB\)](#)

[SCED Code for Community College Courses 08\\_01\\_2013](#)

[Contact Minutes for Comm College Courses 08\\_13](#)

[FAQ Concurrent Enrollment \(4/27/11\)](#)

[Supplementary Weighting Change Details \(4/25/11\)](#)

[SYP Guidance](#)

[Course Coding \(Secondary and Non-Secondary\)](#)

[SCED Code Handout Updates \(High School Level\)](#)

[EASIER SCED Coding Handbook \(Dec 2009\)](#)

[Concurrent Enrollment vs PSEO Courses](#)

## ENGLISH LANGUAGE AND LITERATURE

	<b>Subject Area</b>	<b>Course Title</b>	<b>Level</b>	<b>Filler</b>	<b>Grade Span</b>
Language Arts Grade 3	51	031	X or S	000	Varies
Language Arts Grade 4	51	032	X or S	000	Varies
Language Arts Grade 5	51	033	X or S	000	Varies
Language Arts Grade 6	51	034	X or S	000	Varies
Language Arts Grade 7	51	035	X or S	000	Varies
Language Arts Grade 8	51	036	X or S	000	Varies
Language Arts Multi Grade or Ungraded	51	037	X or S	000	Varies
Reading Grade 3	51	043	X or S	000	Varies
Reading Grade 4	51	044	X or S	000	Varies
Reading Grade 5	51	045	X or S	000	Varies
Reading Grade 6	51	046	X or S	000	Varies
Reading Grade 7	51	047	X or S	000	Varies
Reading Grade 8	51	048	X or S	000	Varies
Reading Multi Grade or Ungraded	51	049	X or S	000	Varies

## MATHEMATICS

	<b>Subject Area</b>	<b>Course Title</b>	<b>Level</b>	<b>Filler</b>	<b>Grade Span</b>
Mathematics Grade 3	52	033	X or S	000	Varies
Mathematics Grade 4	52	034	X or S	000	Varies

# Non-Secondary Courses

## Two Examples

1) A general 3<sup>rd</sup> Grade mathematics course: 52033X00033

52	033	X	000	33
Elementary Mathematics	3rd Grade Mathematics	Non- Secondary Level	Static Filler	Intended for only 3rd grade

2) A Title 1 Reading course intended for 3<sup>rd</sup> and 4<sup>th</sup> grade students: 51043S00034

51	043	S	000	34
English Language and Literature	Reading	Specially Funded	Static Filler	Intended for grades 3 thru 4

# Other Course Data Elements for Non-Secondary Courses

- Course Origination
  - ▣ '1' Local Course taught by local teacher
  - ▣ '8' Other
  - ▣ '11' Local Course taught by non-district teacher
- Accreditation Program Area
  - ▣ '0' Not Used for Accreditation; accreditation is only for high school courses
- Institution Providing Course
  - ▣ Vendor should default to your local district number
- Delivery Method
  - ▣ Vendor should default to '1' Face to Face
- Section Teacher Folder Number

# Teacher Folder Number

- Will be entered in the same place as the Homeroom/HSAP Teacher Folder Number
- InfiniteCampus: Staff-District Employment-Employment Record
  - ▣ License Number
- JMC: Attendance – Staff – Teachers/Rooms
  - ▣ File Folder Number
- PowerSchool: Staff Information Page
  - ▣ StatePrID



# Secondary Level Courses in 7<sup>th</sup> and 8<sup>th</sup> Grade

- Use the same SCED code as its secondary counterpart

Example: Algebra - 02052G10000

- Accreditation Program Area will be '0'
- Does not matter if student receives 'high school' credit for course



# Homeroom Teacher Folder Number

Linking Teachers to Students in Grades with No  
Scheduled Courses

# Homeroom Teacher Folder Number

- Student has same teacher for science, math, reading, and language arts.
  - Courses are not scheduled.
  - Courses are not eligible for supplemental weighting.
- 
- Teacher will be linked to student through the Homeroom Teacher Folder Number data element.

# Homeroom Teacher Folder Number Using JMC

- The folder number of the person set to 'Advisor' on the main student demographics page will be extracted.
  - ▣ Set the teacher to be the 'Advisor':  
Edit - Edit Student Data
  - ▣ Enter the teacher's folder number:  
Attendance – Staff – Teachers

# Attendance – Edit – Edit Student Data

Set  
teacher to  
be the  
Advisor

Britson, Joe Student#:244 Grade:1

Last Britson First Joe Middle Suffix Sex M

Advisor Rachel K Grade 1 Bldg # 109

Contact Empty Contact 1 Type Other Descr In Mailings In Reports Copy from another Student Use an Existing Contact Clear this Contact Edit this Contact

Comments

General Spec Ed Entry Title I/III ELL/LEP State Reporting Removals Race-Ethnicity Custom Fields

☒ Active ☒ Attend ☒ EASIER ☒ Rank ☒ Honor Roll ☐ Gifted/Talented ☐ Activity Participation ☐ Early Intervening Services ☐ Special Considerations

Birth Date Grad Date Student # 244 Soc Sec # ID # State ID Locker Combination Bus # 0 Res 0 Trans 0

Username Password Email

Print Schedules/Grades Ref # Hispanic-Latino No Hispanic-Latino Yes Save Done Find: britson

# Edit – Edit Student Data

Free Hotmail Windows Marketplace Windows Media Windows DE Homepage

**JMC INC.**  
STUDENT RECORD MANAGEMENT SOFTWARE

2012-2013 11/28/2012 3:13:22 PM

Grade: All Find: <- ->

Last: Kruse  
First: Bill  
Middle:  
Suffix:  
Advisor: -  
Building #: 172  
JMC Building: 172 - - -

Gender: M  
Grade: 0  
Kdg Group: KG  
KG Literacy Assessment: 2 PAT2  
Preschool Attendance: 3 Yes, non-district sponsored

Primary  
Contact Name  
Contact Address  
Contact Address2  
Contact City, State, Zip  
Contact Phone Numbers  
Contact Password  
Contact Email

Type: Primary  
Desc:  
☒ In Mailings  
☒ In Reports  
Copy Contacts  
Change Contact  
Clear

Comments:

General Special Ed Entry Title I/III ELL/LEP State Reporting Enrollment Removals Race/Ethnicity Custom Fields Photo

☒ Active  
☒ Attendance  
☒ State Report  
☒ Rank

Birth Date:  
Graduation Date:  
Username:

Reference #: 983139172  
Student ID: 202456  
SSN:  
ID #:  
State ID: 5555555555

Set  
teacher to  
be the  
Advisor

# Attendance – Staff – Teachers/Rooms

## Teachers and Rooms

### Teachers

48	
49	
50	
51	
52	
53	
54	
55	
56	
57	
58	
59	
60	
61	
62	
63	
64	
65	
66	
67	
68	
69	
70	
71	
72	
73	Rachel Kruse
74	
75	
76	
77	
78	
79	
80	
81	

Teacher #: 73

Display Name: Rachel Kruse

Last Name: Kruse

First Name: Rachel

Username:

Password:

Email:

File Folder Number: 555666

Teacher ID: 73

Sort Priority: 1

☒ Active

Print Teacher Demographic Data

Print Display Names / Rooms

Print Passwords / Email

Save

Done

### Rooms

0	COMMONS
1	RESOURCE ROOM
2	GYM
3	Rm. 108
4	
5	East
6	
7	ICN
8	Rm. 112
9	Rm. 207
10	Rm. 105
11	Rm. 206
12	Rm. 100
13	West Rm
14	Rm. 108
15	BUSINESS
16	Rm. 101
17	Rm. 303-
18	Rm. 104
19	out of school
20	SHOP
21	STUDY HALL
22	Rm. 202
23	Rm. 107
24	Rm. 204
25	Rm. 103
26	Rm. 210
27	
28	
29	Rm. 106
30	ALTERNATIVE SCH.
31	HS
32	TAG
33	

# Attendance – Staff - Teachers

Links Free Hotmail windows marketplace windows media windows DE Homepage

**JMC**  
STUDENT RECORD MANAGEMENT SOFTWARE

Earlham Community School Earlham IA 50072 2012-2013 11/28/2012 3:17:48 PM

[Print](#) [Export](#)

<a href="#">Edit</a> 112					11
<a href="#">Edit</a> 113					11
<a href="#">Edit</a> 114	Mrs. Kruse	Kruse	Rachel	555555	11
<a href="#">Edit</a> 115					11
<a href="#">Edit</a> 116					11
<a href="#">Edit</a> 117					11
<a href="#">Edit</a> 118					11
<a href="#">Edit</a> 119					11
<a href="#">Edit</a> 120					12
<a href="#">Edit</a> 121					12
<a href="#">Edit</a> 122					12

Teacher folder number.

To add the folder number, click on *Edit* next to the teacher's name.



# Teacher Folder Number Using PowerSchool

- Identify a course as a homeroom course
  - ▣ Edit Course District Information page
  - ▣ D0055 This course is a homeroom course
  
- Enter teacher's folder number
  - ▣ Staff Information page
  - ▣ StatePrID

# Edit Course District Information Page

**PowerSchool** School: Apple Grove High School 1 Term: 09-10 Semester 2 Logout ?

[Start Page](#) > [School Setup](#) > [Courses](#) > Edit Course District Information (Last Login: 5/5/2010 at 1:42 PM) Education, Department Of

**Functions**

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- PowerLunch
- Reports
- Special Functions
- Teacher Schedules
- Attendance Today
- MidTerm Eligibility

### Edit Course District Information

Label	Value
Course Name	Pre-Algebra I
Course Number	10002A
Course Name	<input type="text" value="Pre-Algebra I"/>

District | [Fees](#) | [Prerequisites](#) | [Relationships](#) | [Scheduling](#)

C0030 - ICES Course Code*	<input type="text"/> (Defaults to Alternate Course Code if not set)
C0035 - SCED Course Code	<input type="text"/>
C0045 - Course Delivery Method	(1) Face to Face <input type="button" value="v"/>
C0040 - Accreditation Program Area	<input type="text"/> <input type="button" value="v"/>
C0050 - Institution Providing Course	<input type="text"/>
	or enter District Number <input type="text"/>
C0120 - Type of Course	<input type="text"/>
D0055 - This course is a homeroom course.	<input checked="" type="checkbox"/>

Check box to indicate course is a Homeroom course. It is the very last item on the page

# Staff Information Page

Name (Last, First MI)

Doe

John

Preferred Name

Johnny

Email Address

Title

Teacher

Gender

Male

Federal Ethnicity and Race

Ethnicity

Is the staff member Hispanic or Latino?

☐

Yes

☐

No

Race

What is the staff member's race?

☐

(W) White

☐

(B) Black or African American

☐

(A) Asian

☐

(I) American Indian

☐

(P) Native Hawaiian / Other Pac Islander

Reporting Ethnicity

White (W)

ID

8663

StatePrId

Homeroom

Enter Teacher  
Folder Number  
into StatePrId



# Teacher Folder Number Using Infinite Campus

- Identify a course as a homeroom course
  - ▣ In Course/Section tab click box next to Homeroom
  
- Enter teacher's folder number
  - ▣ Staff-District Employment-Employment Record
    - Licensure Number

Mark the course or section as homeroom. If you mark the homeroom at the 'course' level it will flow through to all of the sections.

9902 Sophomore Wednesday Advisory

Scheduling Rules | Fees | Build Constraints | Assessments

Course | Sections | Grading Tasks | Standards | Composite Grading

Save X Delete

Course Editor

CourseID 10161

\*Number 9902 \*Name Sophomore Wednesday Advisory

Standards-based ☐ Active ☒

Subject Type

State Code 0 Department Administration

Schedule Load Priority  Max Students 20

Terms 4 Schedules 1 Periods 1 Sections to Build 0

GPA Weight 0 Bonus Points ☐ Transcript ☐ Required ☐

Accreditation Area 0: Not Used for Accreditation

Honors  Activity  Type of Course 1: Local District Course

Homeroom ☒ Allow requests ☐ Allow teacher requests ☐ Attendance ☒ Unit Attendance ☐

Comments

Click box to indicate the course/section is a Homeroom



# Staff-District Employment-Employment Record

Gender: F

**Credentials** **School Choice** **Overrides** **Parent Portal Agreement** **Fees** **ID History**

**Demographics** **Identities** **Households** **Relationships** **Enrollments** **District Employment**

Save Delete New

**Employment Records**

#4725 Newton (08/01/2005 - )

**Employment Information**

<b>*Start Date</b>	End Date
08/01/2005	
Teaching Start Year	Teaching Years Modifier
	<input type="text"/>
License Number	FTE Percent
	0 <input type="text"/>
Seniority	Education

Enter the Teacher Folder Number in  
the License Number field

# Questions?

- If you have any questions,  
please contact an SRI Consultant.

- [margaret.hanson@iowa.gov](mailto:margaret.hanson@iowa.gov)

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